



STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
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COMMISSIONER

## MEMORANDUM

TO: Directors of Schools  
  
FROM: Paul Rainwater, Attendance Director  
  
RE: LEA Calendar Approval Process 2017-18  
  
DATE: January 9, 2017

The purpose of this memorandum is to outline current law associated with development and approval of 2017-18 school year LEA district-wide calendars.

Tenn. Code Ann. 49-6-3004(a), requires each LEA to maintain a term of no less than 200 days, divided as follows:

- 180 days for classroom instruction,
- 10 days for vacation with pay for a 200 day term,
- five days for in-service education,
- one day for teacher-parent conferences,
- and four other days as designated by the local board of education upon recommendation of the director of schools.

Pursuant to Tenn. Code Ann. 49-6-3004(e)(1), LEAs may exceed the full six and one half (6 ½) hours instructional time required by law daily for the full academic year and be credited with the additional instructional time as “stockpiled” days. Extending the school day by one half (1/2) hour daily for the full academic year allows an LEA to stockpile 13 days which is the maximum number authorized in the law for any school year. Any unused stockpiled days shall not carry over to a school year other than the year in which the time was accumulated.

### Use of stockpiled days pursuant to the above referenced statute

- a) The use of stockpiled days to meet instructional time missed due to inclement weather does not require approval of commissioner of education. Districts do not need to notify the department of use for inclement weather as previously requested.
- b) The use of stockpiled days to meet instructional time missed due to natural disaster, serious outbreaks of illness affecting or endangering students or staff or dangerous structural or environmental conditions rendering a school unsafe for use must be approved by the commissioner of education. Approval may be granted by submitting a written request via email.
- c) **The use of stockpiled days for professional development must be approved by the commissioner of education. LEAs must receive approval by the commissioner for the use of stockpiled days for professional development PRIOR to including the days on any LEA district wide or school calendar.**

- d) Going forward, all written requests for approval by the commissioner for the use of stockpiled days must be submitted via email to [Paul.Rainwater@tn.gov](mailto:Paul.Rainwater@tn.gov).

Please note Tenn. Code Ann. 49-6-3004(f), LEAs shall commence the school year no earlier than Aug. 1 unless the LEA's board of education votes to establish year round or alternative calendar for all or any of the schools. School calendars not meeting the above criteria should not be approved at the LEA level, and LEA district-wide calendars will not be approved by the department.

All 2017-18 school year LEA district wide calendars must be submitted via student management systems by May 15, 2017. LEAs that submit calendars that do not comply with state law will be contacted with instructions to correct discrepancies.